



Boston Mobile Food Truck Information Session

City of Boston Office of Food Initiatives

March 6, 2013

Boston Mobile Food Truck Information Session

Agenda

- 1) Welcome and Introductions
- 2) Presentation from Office of Food Initiatives

What *is* a Mobile Food Truck?

- Vehicle
- Food is cooked, prepared, and served in individual portions
- Typically 24 feet long and 8 feet wide
- Food is served from inside the truck
- Most of the food served is cooked on the truck

Does this look like you?



Other Types of Vending

Food Push Carts



Canteen Trucks



Ice Cream Trucks

Rules of the Road: Getting Started

- All food trucks must have:
 - ☐ Permit from the City of Boston Department of Public Works
 - ☐ Approval of vending locations by City of Boston
 - ☐ Connection to a commissary kitchen
 - ☐ Compliance with all Inspectional Services requirements
 - ☐ Compliance with all Fire Department requirements
 - ☐ Hawkers & Peddler's license for primary money handler
 - ☐ Insurance
 - ☐ Permanently mounted GPS unit & active GPS signal
 - ☐ Waste containers & clean-up within 100 ft
 - ☐ Business Certificate

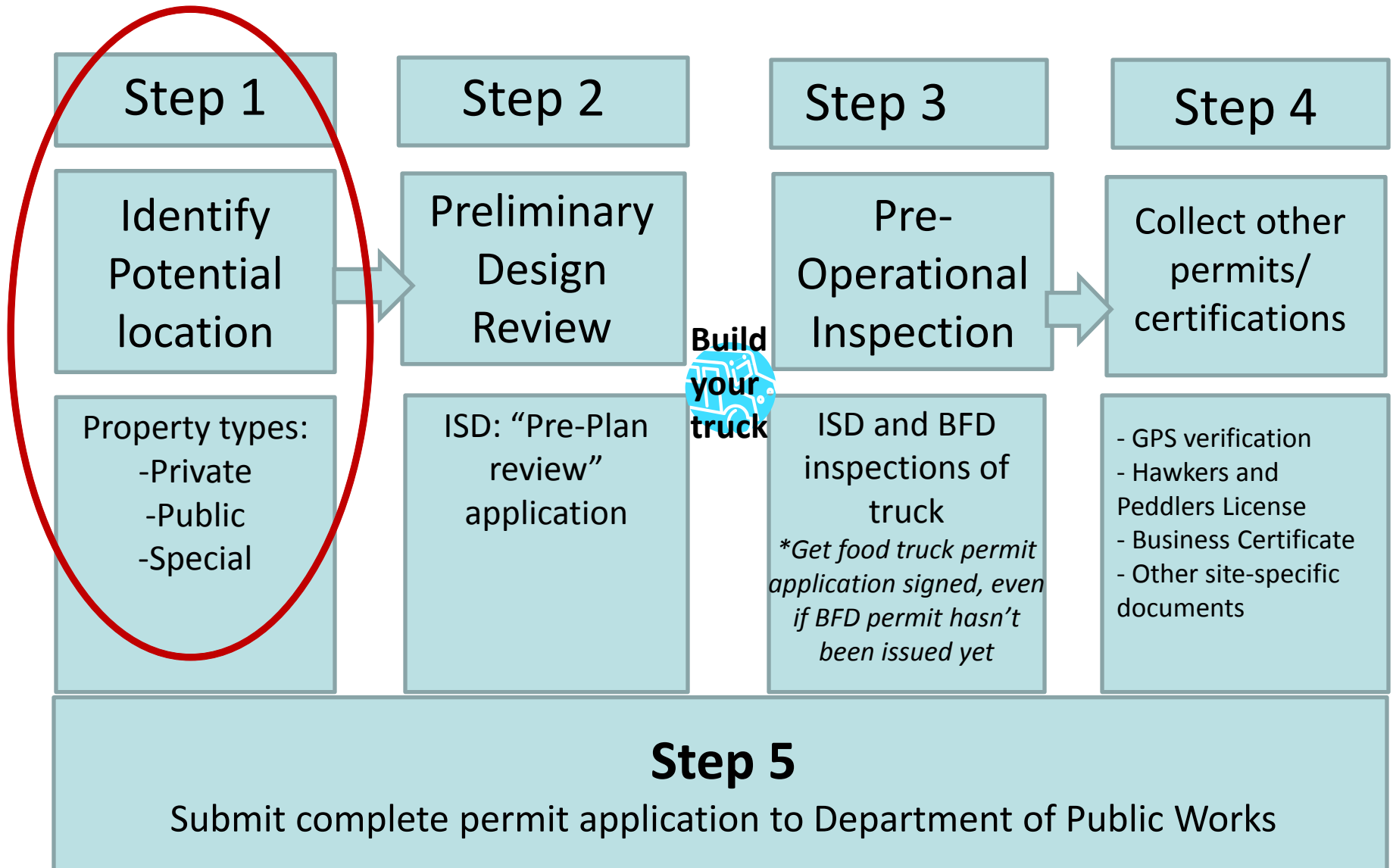
Permits required:

Food Truck Permit Application

1. Inspectional Service Department (ISD) Health Division Inspection
2. Boston Fire Department (BFD) Inspection
3. MA Hawkers & Peddlers License
4. Vending Location Specific Requirements
5. GPS Verification – may take up to 2 weeks

Consider your business plan.

Process overview



Step 1 – Considering a location

- **Vending on the Public Way**
 - Opportunity to vend on prime locations
- **Vending on Private Property**
 - Exclusive claim to a site
- **Vending on Special Properties**
 - Rose Kennedy Greenway, et. al.

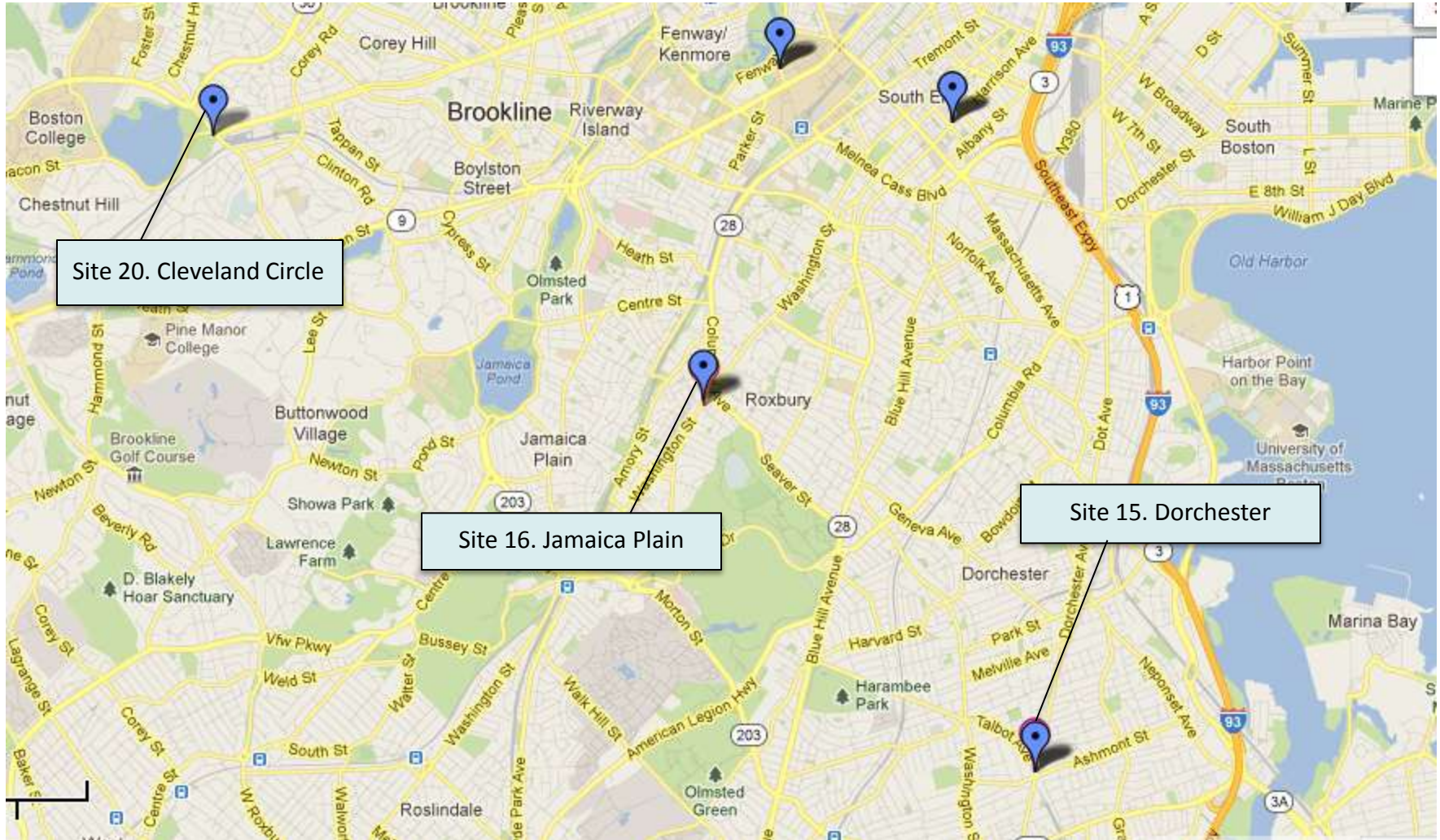
Vending on the Public Way

- The City of Boston has pre-approved locations that are shared among many Food Trucks.
- Food truck operators can apply for a site license to vend at these specific locations
 - One site license per truck, not per business.
- Vendors are welcome to apply for sites not listed in the pre-approved locations selected by the City.
 - However, proposing a new site does not entitle you to it. New sites will be available to all vendors participating in bi-annual lotteries as prime sites.

Current Public Sites



Current Public Sites, cont.



Vending Licenses & Fees For Public Sites

- **Completed Site License Application – Subject to review by Mobile Food Truck Committee**
 - Business Plan detailing menu and healthy options
 - Operational Plan detailing set up and trash removal
 - Operator Statement of Community Engagement and Environmental Sustainability
 - Pre-Approved Site Locations Worksheet
 - Proof of service by Commissary
 - Copy of Mobile Food Truck Permit Application
- **Fees & Fines**
 - Determined on a monthly basis, based on vending schedule
 - Site License runs for 3 month blocks (seasonally)
 - Failure to pick up site license and display in vehicle will result in fine and revoked Mobile Food Truck permits

Scheduling Public Sites

- Public site schedules are managed by the Office of Food Initiatives
- Live lottery held bi-annually for prime sites
 - Returning vendors fill out Annual Report
 - New vendors are eligible provided that benchmarks are met
- Schedules are set for 3 month periods (seasonally)

Vending on Private Property

What you will need:

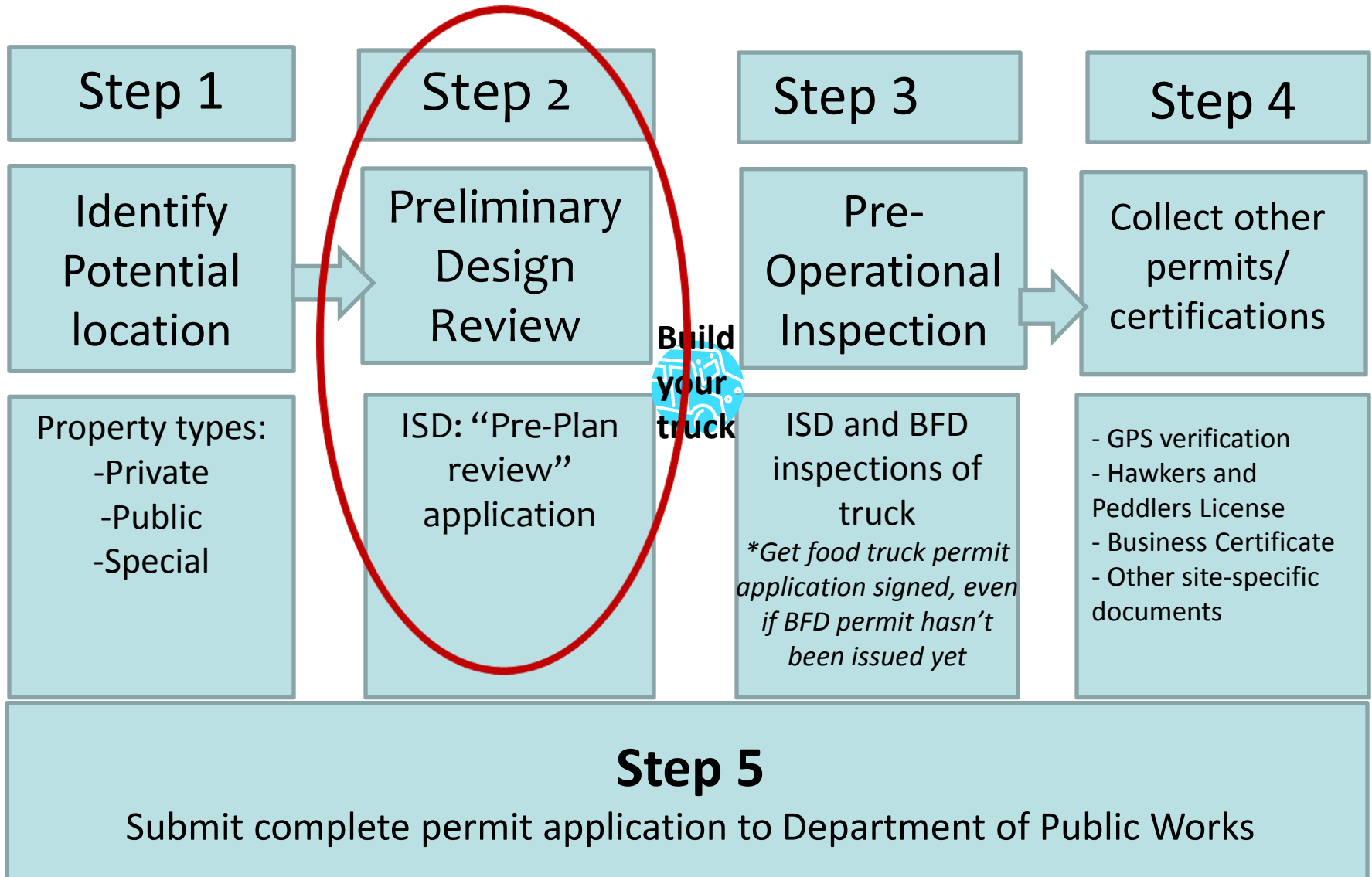
- A copy of the Use of Premise Permit from ISD Building Division
- A copy of the lease(s) and/or letter(s) of agreement from landlord(s)
- Photos and detailed site plan for each site where a vendor has an agreement to sell. Plan should include:
 - Locations & route of unit on private property space
 - All fixed obstacles (signs, fence, sidewalk)
 - Queuing area for customers
 - Barriers, customer & vehicular flow
- Meet all City of Boston safety and code requirements

Vending on Special Properties

- Boston Parks & Recreation Department and the Boys & Girls Club of Boston
- Rose Kennedy Greenway Conservancy
- City Hall's Property Management Department
- Department of Conservation & Recreation
- MBTA
 - *Site Locations overseen by the MBTA are also subject to the public process.
- Boston Redevelopment Authority/Economic Development Industrial Corporation (BRA/EDIC)
 - *Site Locations overseen by the BRA/EDIC are also subject to the public process.

<http://www.cityofboston.gov/business/mobile/special.asp>

Process overview



Step 2- Preliminary Plan Review

- Preliminary plan review is required before building.
- Knowledge of Food Safety Regulations
 - Certified Food Protection Manager
- Knowledge of Equipment Requirements
 - Federal Food Code
 - Regulatory Requirements for Food Service
 - State Sanitary Codes
- Scale drawing of proposed Mobile Food Truck

Scheduling a Preliminary Plan & Inspections Review

Plans are reviewed by appointment only.

[1010 Massachusetts Avenue](#)

Contact: Health Division at 617-635-5326

Office Hours

8:00 AM - 9:30 AM Monday through Friday

Preliminary – Unit not built out

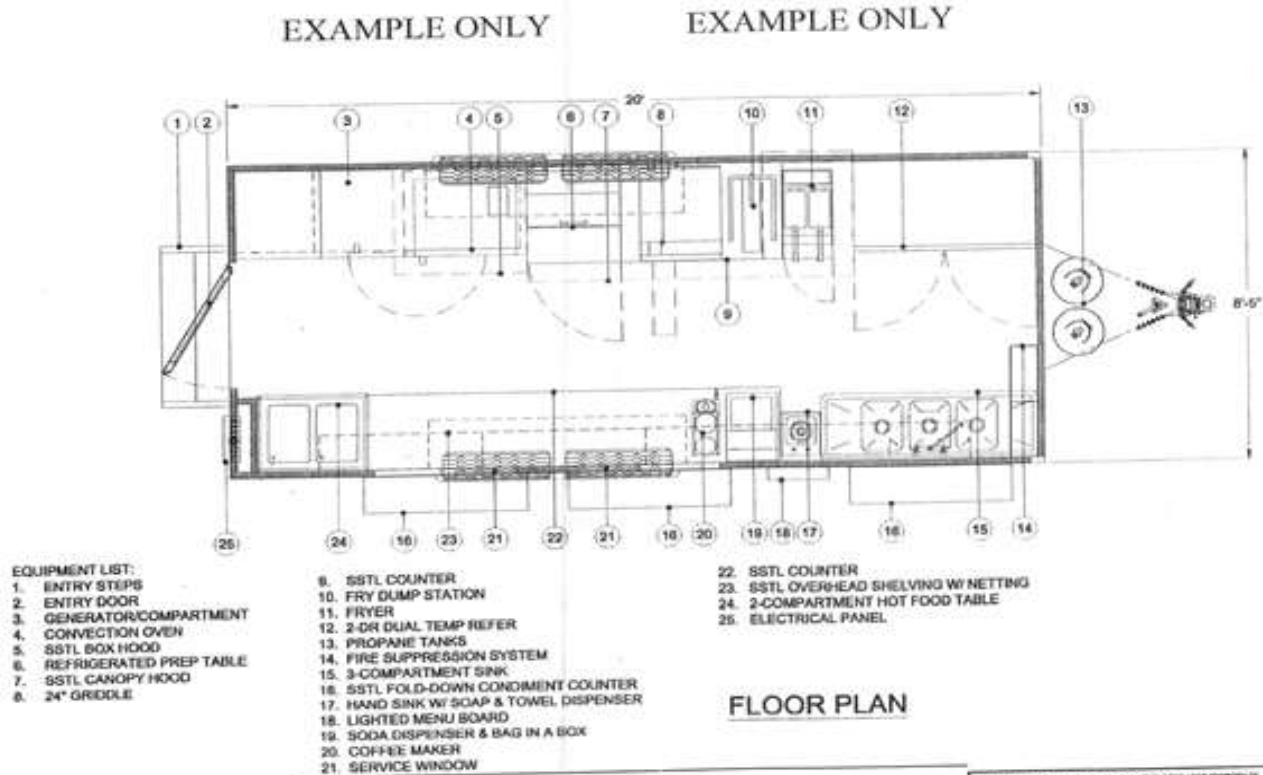
Inspection – Unit built out

Plan, Plan, Plan!

Equipment plans & specifications

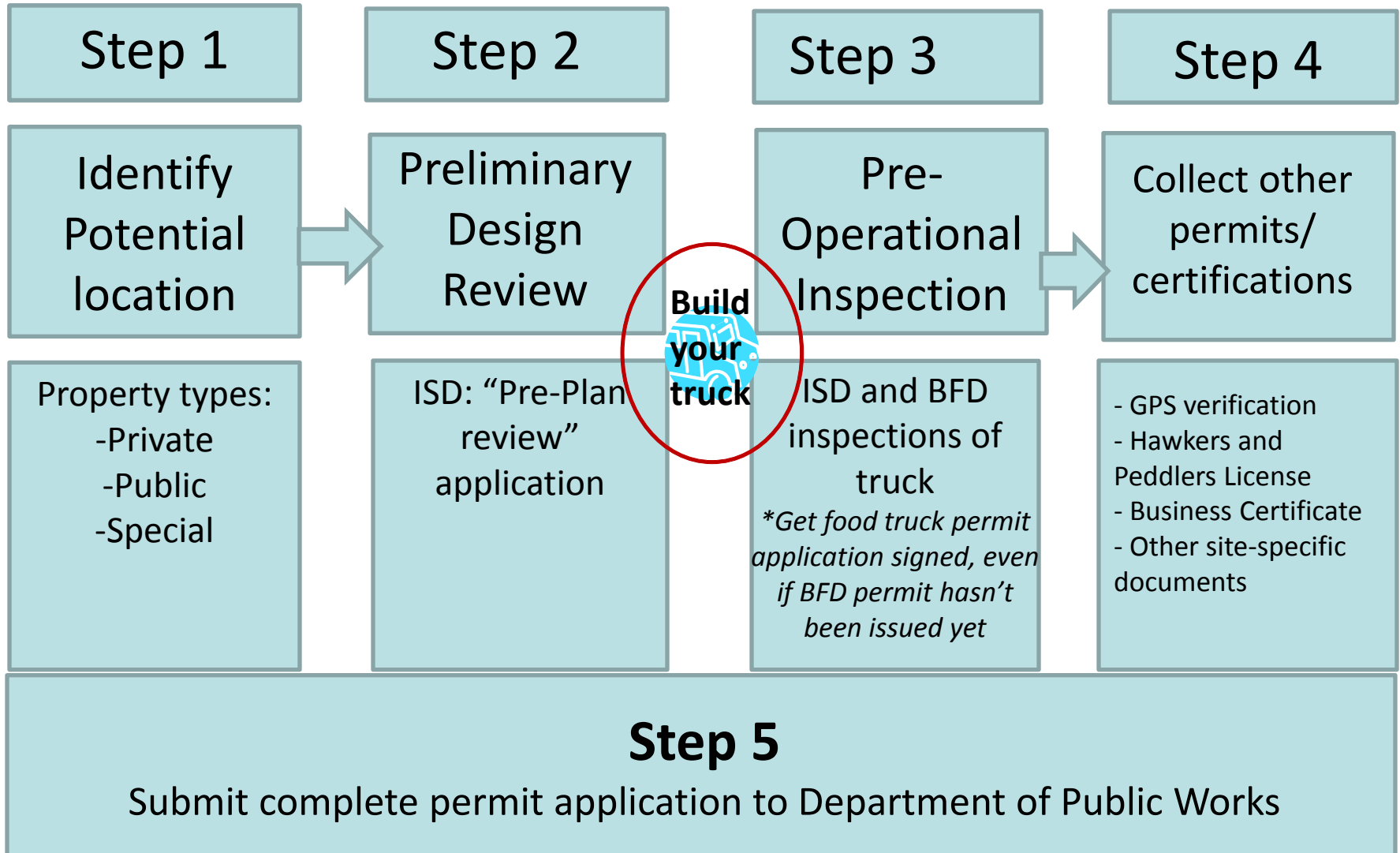
- What will be needed at the Preliminary Plan and Inspections Review:
 - Scale plans including equipment types & specifications
 - Completed Health Permit Application
 - Sample food menu
 - Proof of service by a commissary
 - Worker's Compensation Insurance Affidavit
 - Proof of certified food protection
 - Health Permit application fee payment \$100.00

Plan Example

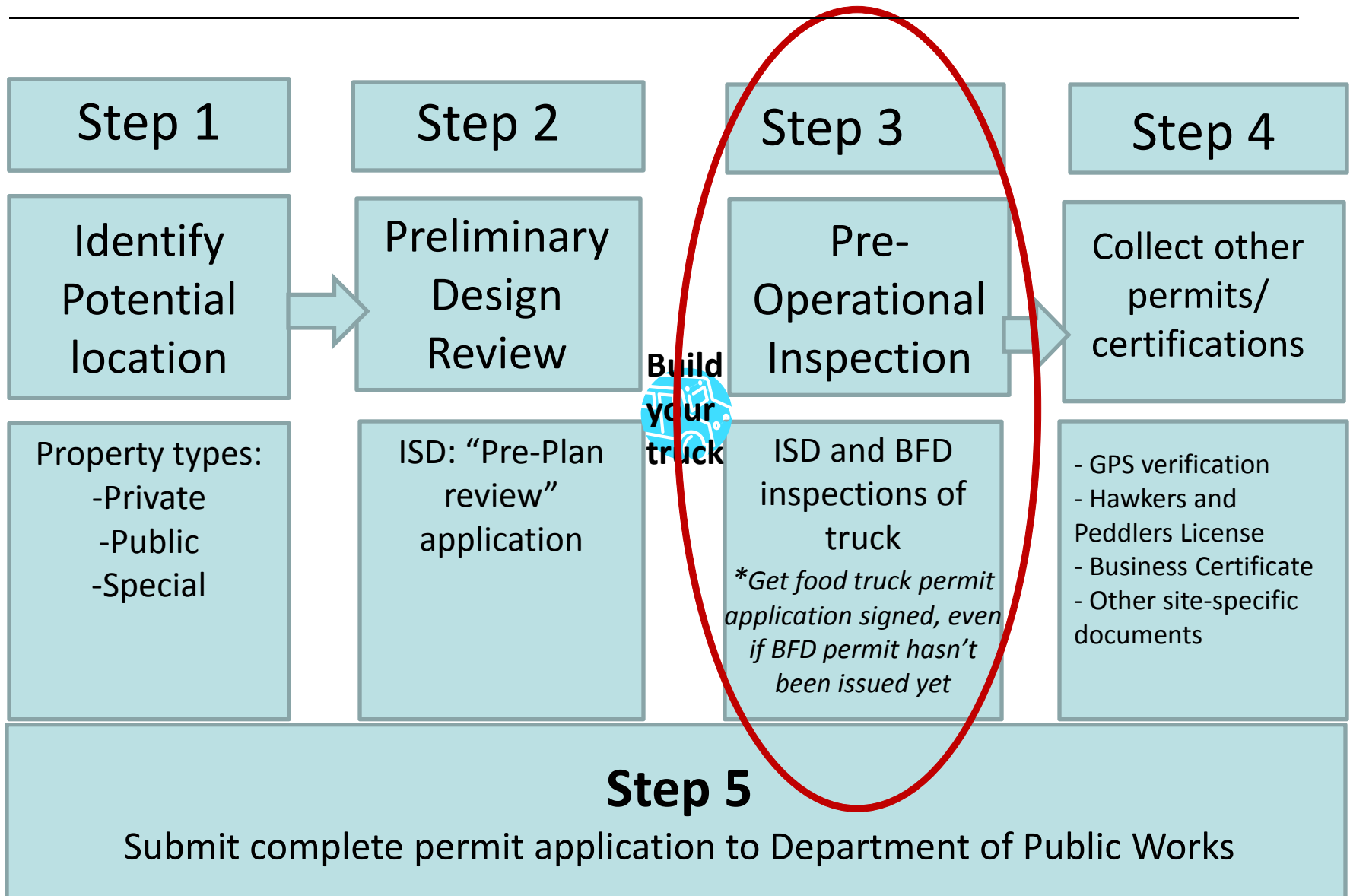


MOBILE FOOD GOURMET KITCHEN WALK ON TRUCK

Process overview



Process overview



Step 3 - Pre-Operational Inspection

- Before hitting the road the vending unit must be physically inspected.
- Inspection by the Health Division of the Inspectional Services Department (ISD) and the Boston Fire Department (BFD) is scheduled on the same day.
- Bring your Mobile Food Truck Permit application to the inspection. Both the Health Inspector and the Fire Inspector will need to sign the second page.
- Permits needed will be determined at inspection. Pre-operational inspection will be @ 1010 Massachusetts Ave. Call for appointment.(617-343-3447)

ISD Requirements For Food Truck Permit Health Permit

- Items needed at time of Inspection:
 - Completed Mobile Food Truck Application Coversheet
 - Sample Food Menu
 - Proof of Commissary Service
 - Proof of Certified Food Protection
 - Use of Premise Permit (if applicable)
 - Compliance with Health Codes: 1999 FDA Food Codes & 105 CMR 590.000 State Sanitary Codes
 - Health Permit Fee \$100 (pre-paid through Preliminary Plan Review)

Contact: Tom McAdams
(Thomas.McAdams@cityofboston.gov) at Inspectional
Services Department, Health Division

BFD Requirements For Food Truck Permit

Open Burning and Cooking Permit

- Items needed at time of Inspection:
 - Completed Open Burning/Cooking Permit application (if applicable)
 - Application and inspection recur annually
 - Application Fee Payment \$110. (annual fee)
 - Proof of clean Exhaust Hood System
 - Bring letter from certified hood inspector
 - Installed Fire Suppression System (compliant with NFPA17A) and Fire Extinguisher (K TYPE) 40bc (if deep fat frying)
 - Protected Propane Tank (bumper must extend beyond tank)

Contact: Lt. Stephen Cummings
(Stephen.Cummings@cityofboston.gov) at the Boston Fire
Department Special Hazards Unit

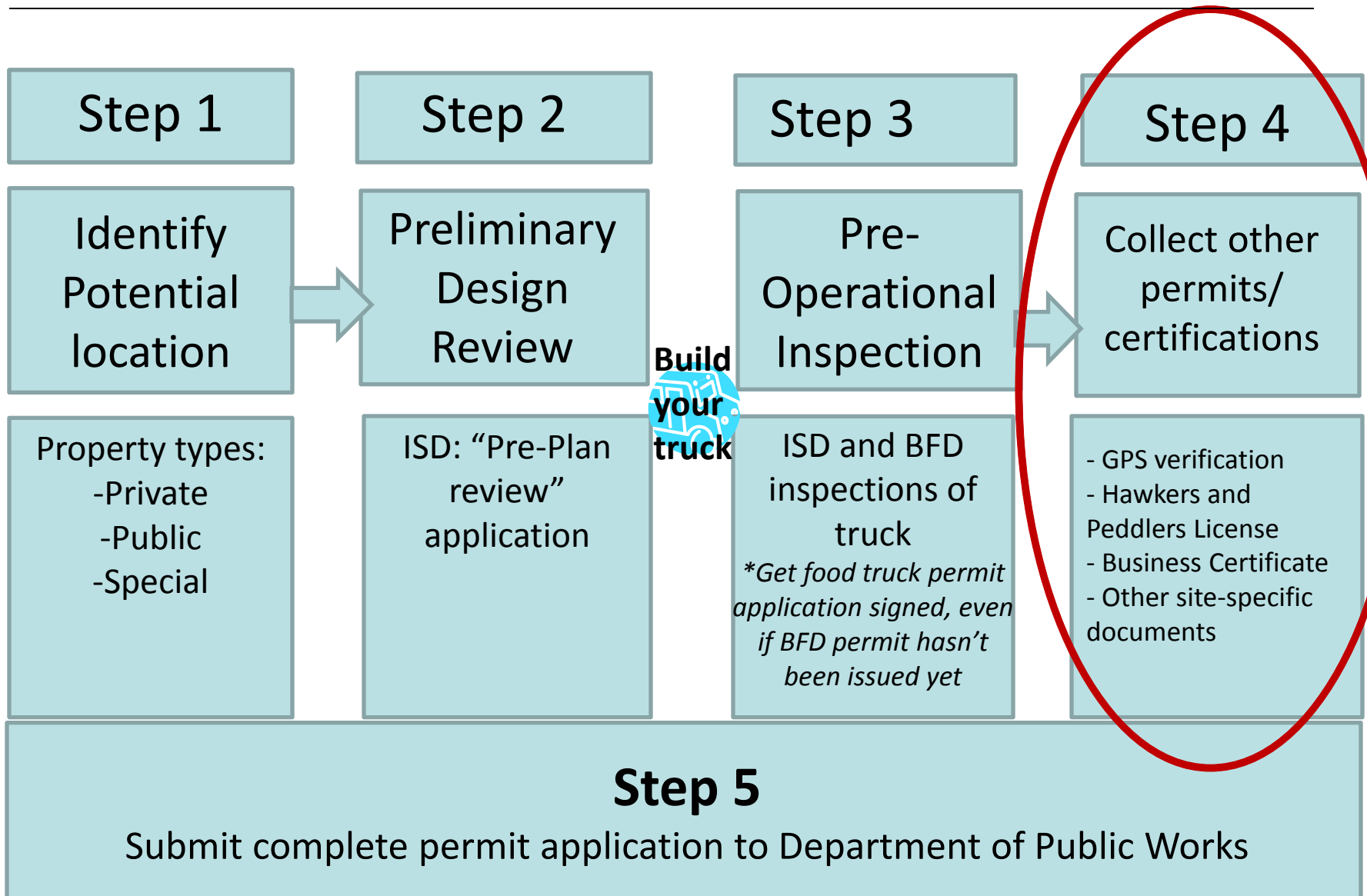
BFD Requirements For Food Truck Permit

Open Burning and Cooking Permit

- A note about Generators
 - Propane or Diesel Generators require no extra permit
 - Any Gasoline Generator must be “in-line”, i.e. not separate from main fuel line and fuel tank
 - Standalone or separate fill gasoline generators are not allowed at ANY public events or on the public way.

Contact: Lt. Stephen Cummings
(Stephen.Cummings@cityofboston.gov) at the Boston Fire
Department Special Hazards Unit

Process overview



GPS Requirements For Mobile Food Vending Vehicle Permit

Submit proof of GPS device installation on vehicle

- Copy of GPS Contract with Trimble
- Vendor data sharing consent signature on Mobile Food Truck Permit application form

Submit proof of active signal

Contact: Brenda Syzonenko
(Brenda_Syzonenko@Trimble.com) at Trimble

MA Hawkers & Peddlers License

All mobile vendors must obtain a License from the Massachusetts Division of Standards

- Requires sign-off from your local police department
- A background check may be required

Anyone who is handling money on the truck must have a Hawkers and Peddlers License (might not necessarily be the owner of the food truck business)

Boston Business Certificate

All mobile vendors whose base of operations is within the City of Boston are required to obtain a Boston Business Certificate

- \$50 fee; valid for four years
- Base of operations may be the office address of your business
- Base of operations may be your commissary address
- If base of business is outside Boston, submit copy of that city or town's business certificate

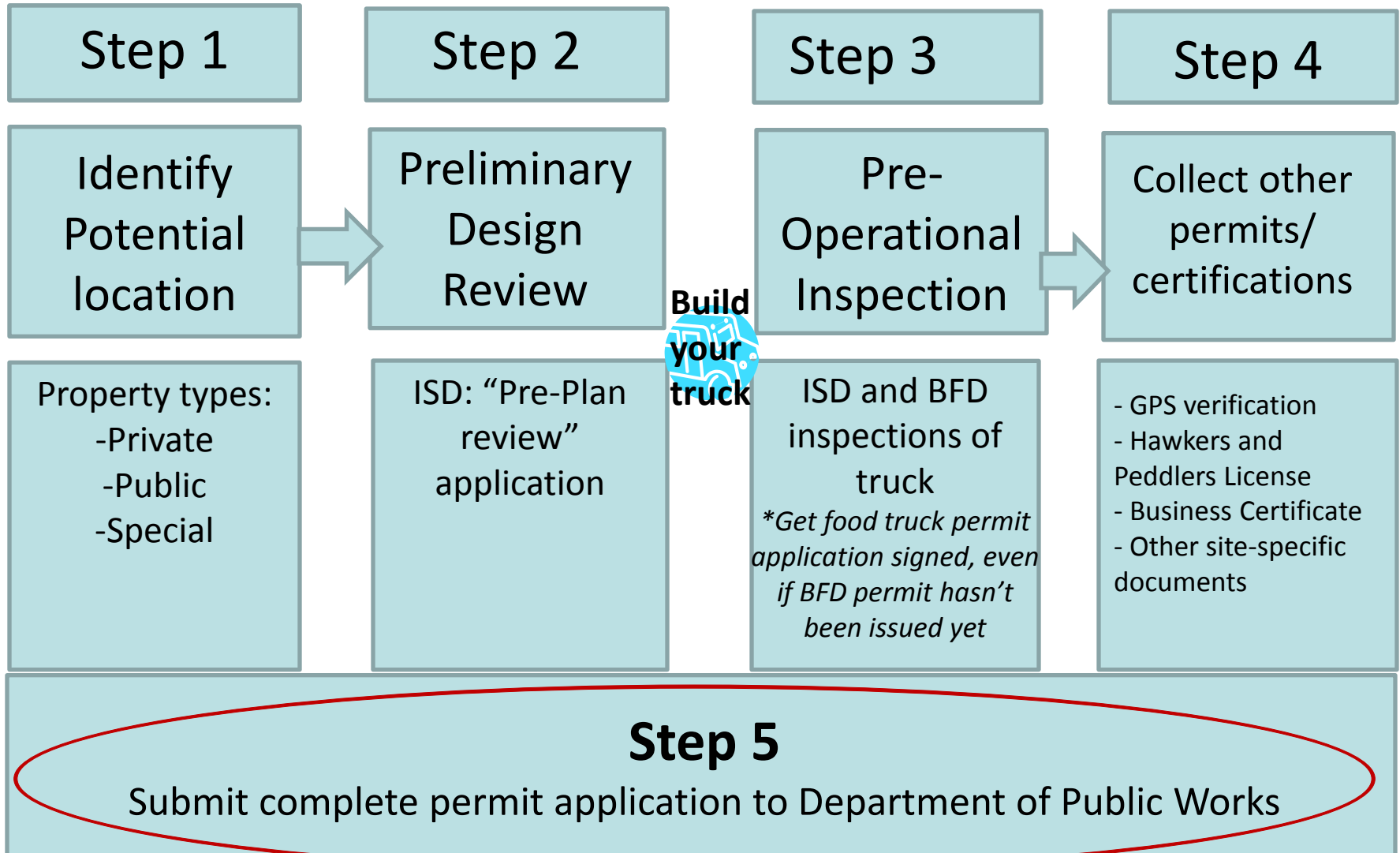
ISD and BFD Permits

- Copy of Health Permit issued from Inspectional Services Division
- Copy of Open Burning & Cooking Permit issued from Boston Fire Department
 - Boston Fire Department requires a numbered address in order to print and issue your permit.
 - Provide BFD with a copy of your approved Public Sites schedule or address of Private Site (if applicable).

Other Site-specific Documents

- Copy of Certificate of Liability (Public Sites)
 - The City of Boston must be listed as a co-insured for \$1,000,000 for each occurrence and each Public Site on schedule must be noted
- Copy of Community Outreach Letter/Flyer (Public Sites)
 - Food Trucks are asked to introduce themselves to the community prior to vending at scheduled Public Sites.
- Copy of Use of Premise Permit (Private Sites)
 - Issued from the Inspectional Services Department Building Division

Process overview



Step 5 – What happens once your application is turned in?

1. Department of Public Works (DPW) copies and sends application materials to Office of Food Initiatives
2. Office of Food Initiatives reviews application(s) for completeness
 - Coordinates with vendor as necessary
3. Site License application is reviewed by Mobile Food Truck Committee (meets on second Wednesday of every month)
4. Office of Food Initiatives works with vendor to set Public Sites schedule (if applicable)
5. Office of Food Initiatives approves permit and site license applications
6. DPW prints and issues any permits and site licenses

Road Ready

1. Pick up your Mobile Food Truck Permit and Mobile Food Truck Site License (if applicable) from the Department of Public Works before the start of your first shift
2. Display all permits and licenses prominently in truck
3. Get out there and serve the eager public!

Helpful Hints

- Familiarize yourself with required documents & applications NOW
- Get acquainted with the City of Boston food truck website: www.cityofboston.gov/foodtrucks
- Reach out to fellow vendors (existing and soon-to-be)
- Scout various locations (Public, Private, & Special Sites) that suit your business model and concept
- Use Preliminary Plan review before purchasing/building your unit
- Establish a timeline and set a realistic launch date
- Compile documents and submit complete applications

Thank You

www.cityofboston.gov/foodtrucks